

City of Junction City
GENERAL REQUIREMENTS AND LOCAL GOVERNMENT PROGRAM ELEMENTS
FOR 2011

Please check the boxes that describe the recycling activities that are occurring in your area. **You must also include examples and documentation of all education and promotional activities that are checked.** (Please note that this is a summary of the rules and the complete Opportunity to Recycle rules can be found in OAR 340-090-030 and 340-090-040.)

1.) GENERAL REQUIREMENTS OAR 340-090-0030

The Opportunity to Recycle General Requirements, require that the appropriate city, county or metropolitan service district must implement all of the following recycling opportunities.

A.) ☐ **Insure that a place for collecting source separated recyclable materials is located at each permitted disposal site or at an alternative location in the jurisdiction that is more convenient to the population being served. - Program Start Date _____**

B.) ☐ **Provide at least monthly residential curbside collection of source separated recyclable materials, in cities with population over 4,000 and in their urban growth boundary area. - Program Start Date _____**

Please place an X in the box to show which materials are collected by this program. For identification of abbreviations used in this table please refer to the **Legend** at the end of this document. **If weekly curbside collection is being provided, you do not have to fill out this section (see section 2 B).**

Fe	Nf	Uo	Onp	Gl	Al	Occ	Tc	Hi	Yd	Omg	Mwp	Ph	Lab	Ww	Tir	Mj	Pb	Mp	Asp	Hlp	Hb	Oth

C.) XXX Provide Public Education & Promotion Program - Program Start Date 4-1998

The city or county responsible for solid waste management shall provide the minimum required recycling education and promotion program required in OAR 340-090-0030 (3).

- a.) **XXX** Provide initial notice to all residential and commercial (including institutions such as schools, hospitals, etc.) generators of their opportunity to recycle. *This notice shall include a list of materials accepted and how to prepare them, reasons why people should recycle, and a name, address and phone number of collection provider.*
- b.) **XXX** Provide existing residential and commercial collection customers with a semi-annual notice of the opportunity to recycle, including: *materials collected, collection schedule, material preparation instructions, and why source separation is important.*
- c.) ☐ Distribute written recycling information describing how and what to recycle and why it is important to recycle to disposal site users when site attendants are present.
- d.) ☐ Have posted signs at non-attended disposal sites notifying users of materials accepted and hours of operation.
- e.) **XXX** Have a procedure for citizen involvement in our education and promotion program. *This usually is a solid waste advisory committee or contact person.*
- f.) **XXX** Provide educational and promotional materials to local media and other groups that maintain regular contact with solid waste generators. *Examples would be newspapers, television & radio stations, community groups, neighborhood associations, newsletters, etc.*
- g.) **XXX** Identify an official contact person for recycling education and promotion in our jurisdiction.

D.) ☐ Has DEQ - Approved Alternative Recycling Program(s)

Provide a description of any **DEQ-Approved Alternative Recycling Programs** in the watershed. Please attach other materials that help illustrate the status of the program's implementation.

2.) LOCAL GOVERNMENT RECYCLING PROGRAM ELEMENTS OAR 340-090-0040(3)

In addition to the general requirements, each city with a population over 4,000 or any county responsible for the area between the city limits and urban growth boundary shall implement additional recycling program elements. Please refer to OAR 340-090-0040 or contact your local DEQ TA to help you determine the appropriate number of recycling elements to implement in your area. Please indicate which recycling elements your Wasteshed or County has selected by checking the boxes in the list that follows.

A.)XXX Residential Recycling Containers - Program Start Date 4-1998

Deliver to each residential collection service customer at least one durable recycling container. For purposes of this program element a durable container shall be a rigid box or bucket with a volume of at least twelve (12) gallons made of material that holds up under all weather conditions for at least five (5) years, and is easily handled by the resident and the collector.

B.) XXX Weekly Same-Day-As Garbage Residential Curbside Collection - Program Start Date 4-1998

Provide on-route collection at least once each week of source separated recyclable materials, excluding yard debris, to residential collection service customers provided on the same day that solid waste is collected from each customer.

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Fe	Nf	Uo	Onp	Gl	Al	Occ	Tc	Hi	Yd	Omg	Mwp	Ph	Lab	Ww	Tir	Mj	Pb	Mp	Asp	Hlp	Hb	Oth
X	X	X	X	X	X	X	X	X	X	X	X	X				X	X	X	X			

C.) XXX Expanded Education and Promotion - Start Date 1-2009

Provide a recycling education and promotion program that is expanded from the minimum requirements described in the General Requirements (OAR 340-90-030(3)) and supports the management of solid waste in the following priority order: first preventing the generation of waste, then reusing materials, then recycling materials, then composting materials, then recovering energy, and finally safely disposing of solid waste that cannot be prevented, reused, recycled, composted or used for energy recovery.

The expanded program shall include at a minimum the following elements:

- XXX Inform all solid waste generators how to prevent waste, reuse, recycle, and compost material.
- XXX Inform all solid waste generators of benefits of preventing waste, reusing, recycling and composting materials.
- XXX Promote the use of available recycling services.
- XXX Provide educational and promotional materials which include the reasons to recycle and the economic benefits of recycling to commercial customers to meet the needs of various types of businesses.

AND

In addition to the above requirements, the Expanded Education & Promotion program must be implemented via either method #1 or #2 below. Please check the boxes that describe the recycling activities that are occurring in your area.

XXX #1. A "Specified Action" program which includes:

- XXX Distributing an information packet to all new residential and commercial collection service customers;
- XXX Providing information to existing residential and commercial collection service customers four times a calendar year; *This information shall include: materials collected, collection schedule, material preparation instructions and why source separation is important and the benefits and "how tos" of preventing waste, reusing, recycling and composting.* **(We are continually improving our website and making face-to-face contact.)**

- g.) **XXX** Providing collection service customers information at least annually regarding the benefits of recycling, procedure for preparing materials for collection, and the types and amounts of materials recycled in the past year;
- h.) **XXX** Targeting at least one community or media event yearly to promote waste prevention, reuse, recycling and composting. *Not every event needs to promote all of those activities. Scandinavian Festival & Function 4 Junction*
- i.) **XXX** Using a variety of materials and media formats to disseminate the information in the expanded program in order to reach the maximum number of collection service customers and residential and commercial generators of solid waste;.

OR

☐#2. Development and implementation of an “Expanded Education and Promotion Plan” which includes:

- j.) ☐ Actions to effectively reach solid waste generators and all new and existing collection service customers.
- k.) ☐ Actions as necessary to fulfill the intent of the “Specified Action” program above, but not necessarily consist of those specific actions.
- l.) ☐ A timetable for implementation, which shall be implemented; and
- m.) ☐ Submittal to the Department by February 28 of the first year the plan is to be in effect or within 30 days of the beginning of our jurisdiction’s fiscal year in which the Plan is first put into effect.

D.) XXX Multi-Family Dwelling Recycling - Program Start Date 12-2009

Establish and implement a recycling collection program through local ordinance, contract or any other means enforceable by the appropriate city or county for each multi-family dwelling complex having five or more units. The collection program shall meet the following requirements:

- a.) **XXX** Collect at least four principal recyclable materials or the number of materials required to be collected under the residential on-route collection program, whichever is less; and
- b.) **XXX** Provide educational and promotional information directed toward the residents of multi-family dwelling units periodically as necessary to be effective in reaching new residents and reminding existing residents of the opportunity to recycle including the types of materials to be recycled and the method for properly preparing those materials.
- c.) **XXX** Implement the program through an enforceable mechanism (e.g., contract, ordinance, codes) **#08-2009** (Please provide a copy with this report)

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Fe	Nf	Uo	Onp	Gl	Al	Occ	Tc	Hi	Yd	Omg	Mwp	Ph	Lab	Ww	Tir	Mj	Pb	Mp	Asp	Hlp	Hb	Oth
X	X	X	X	X	X	X	X	X	X	X	X	X				X	X	X	X			

E.) XXX Residential Yard Debris Collection and Composting - Program Start Date 4-2010

Establish and implement an effective residential yard debris program for the collection and composting of residential yard debris. The program shall include the following elements:

- a.) **XXX** Promotion of home composting of yard debris through written material or some other effective media form that is directed at the residential generator of yard debris; **and either**
- b.) **XXX** At least monthly on-route collection of yard debris from residences for production of compost or other marketable products; **This program is every other week and is a year-round program.**

OR

- c.) **XXX** System of residential yard debris collection depots, for the production of compost or other marketable products, located such that there is at least one conveniently located depot for every 25,000 population and open to the public at least once a week. **Clean Sweep 2 times per year.**

F.) XXX Commercial and Institutional Recycling - Program Start Date WORK IN PROGRESS

Taking into account material generation rates, establish and implement regular, on-site collection of source separated principal recyclable materials from commercial entities, taking into consideration how the generator could achieve 50 percent recovery. This program element does not apply to manufacturing, business or processing activities in residential dwellings. The commercial and institutional recycling program will meet the following requirements:

- a.) **XXX** Shall provide to commercial entities that employ 10 or more persons and occupy 1,000 square feet or more in a single location.
- b.) ☐ Shall include an education and promotion program which:
 - (i) ☐ Uses materials and messages specifically designed for commercial generators of solid waste;
 - (ii) **XXX** Informs all commercial generators of the benefits of recycling, the recycling opportunities available to them and how to recycle;
 - (iii) ☐ If the local government is providing the expanded education and promotion program element, includes any additional requirements needed to meet OAR 340-090-0040(3)(c);
 - (iv) ☐ Includes information on the benefits of waste prevention to commercial generators; and
- c.) ☐ Shall be conducted to effectively promote the commercial recycling program to commercial generators of solid waste
- d.) ☐ Shall encourage commercial generators to strive to achieve 50 percent recovery from their solid waste stream by the year 2009.
- e.) ☐ Should provide other elements including but not limited to:
 - (i) ☐ Provision of waste assessments to businesses;
 - (ii) **XXX** Provision of recycling receptacles to businesses at no or low cost;
 - (iii) ☐ Waste prevention and recycling recognition programs.

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X	X	X	X	X	X	X	X	X		X	X	X				X	X	X	X			

G.) ☐ Expanded Recycling Drop-Off Depots - Program Start Date WORK IN PROGRESS

Establish depots for recycling collection of all principal recyclable materials listed in the OAR 340-90-070, and where feasible, additional materials. This program shall provide at least one (1) recycling depot in addition to the depot(s), if any, required by the General Requirements (OAR 340-90-030(1)) and shall result in at least one (1) conveniently located depot for every 25,000 population. The expanded program shall include promotion and education that maximizes the use of the expanded depot program. The depots shall operate as follows:

- a.) ☐ Have regular and convenient hours for residential generators of solid waste;
- b.) ☐ Open on the weekend days; and
- c.) ☐ Established in location(s) such that it is convenient for residential generators of solid waste to use the depot(s).

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H.) ☐ Collection Rate Established as a Waste Reduction Incentive - Program Start Date _____

Establish collection rates for residential solid waste from single family residences and single residential units in complexes of less than five units, that encourages source reduction of waste, reuse and recycling. The rates at a minimum, shall include the following elements:

- a.) ☐ At least one rate for a container that is twenty-one (21) gallons or less in size and costs less than larger containers;
- b.) ☐ Rates shall be based on the average weight, as determined in paragraph (e), of solid waste disposed per container for various sizes of containers;
- c.) ☐ Rates, as calculated on a per pound disposed basis shall not decrease per pound with the increasing size of the container or the number of containers;
- d.) ☐ Rates per container service shall be established such that each additional container beyond the first container for each residential unit shall have a fee charged that is at least the same fee and no less than the first container; and
- e.) ☐ Rates, calculated on a per pound disposed basis, shall be established by the city or county through development of their own per pound average weights for various container sizes by sampling and calculating the average weights for a cross section of containers within their residential service area.


I.) ☐ Commercial and Institutional Composting - Program Start Date _____

An on-going system to collect food waste, paper that is not recyclable because of contamination, and other compostable waste from commercial and institutional entities that generate large amounts of such wastes, and compost it at facilities in compliance with Department composting facility rules and local government regulations.

- a.) ☐ Before diverting edible foods to be composted, a local government should consider how to encourage making them available:
 - (i) ☐ To charity for human consumption, **OR**
 - (ii) ☐ If charity channels are not available, to farmers for animal feed.
- b.) ☐ A commercial composting program shall include the following elements:
 - (i) ☐ On-going promotion of the commercial compost program through written material or other effective formats directed to targeted commercial and institutional generators.
 - (ii) ☐ To avoid problems relating to human health and the environment, periodic collection of food wastes and other compostable materials is required from commercial and institutional generators on an appropriate schedule;
- c.) ☐ Any composting facility to which collected compostable material is taken shall comply with Department composting facility rules.
- d.) ☐ On-site commercial and institutional composting should be considered if the location is appropriate, space is available and the entity is in compliance with Department composting facility rules and local government regulations.

City Official Signature: _____


Wasteshed: LANE

	City of Junction City Department: Public Works Sanitation Department Rule #: 08-2009 Title: Multi Family Residential Recycling	
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Purpose	It is the purpose of this policy to provide direction on the types of recycle opportunities that the City will provide to Multi-Family Residential customers.
Scope	This policy will cover all of the various multi-family residential customers that the City currently has and will have in the future.
Policy	It is the Policy of the City of Junction City to provide comingle and glass recycling to the mutli-family residential dwellings within the City of Junction City's service area.
Objectives	<ol style="list-style-type: none"> 1. Provide comingle recycling opportunities 2. Provide glass recycling opportunities 3. Provide education and technical assistance to multi-family residential customers 4. Evaluate other opportunities that can be applied to multi-family residential customers

**Procedures/
Responsibilities**

1. All existing and new multi-family residential customers shall be provided a 95 gallon roll cart for co-mingle service.
2. All existing and new multi-family residential customers shall be provided a 14 gallon glass recycle bin. This bin may be substituted for a larger City approved container if the use would require it to be picked up more than once per week.
3. Once per every 18 months, staff shall survey all multi-family residential customers to determine any new recycling needs. This survey shall be forwarded to the Public Works Director along with a suggested implementation plan for any new services.
4. Annually, the department shall evaluate all services of the Sanitation Department to determine the effectiveness of the programs. Any modification to any program must be approved in writing by the Public Works Director.

Supersedes: N/A – New Policy	Created/Amended by/date: 11/2009	Effective Date: 12/2009
Department Head: 	Date: 11/9/2009	

Principle Recyclable Materials by Wasteshed (OAR 340-090-0070)

Wasteshed	Fe	Nf	Uo	Onp	Gl	Al	Occ	Tc	Hi	Yd	Omg	Mwp	Ph	Lab	Ww	Tir	Mj	Pb	Mp	Asp	Hlp	Hb	Oth
Coos	X	X	X	X	X	X	X		X														
Curry	X	X	X	X			X																
Douglas	X	X	X	X	X	X	X		X														
Jackson	X	X	X	X	X	X	X		X														
Josephine	X	X	X	X	X	X	X		X														
Lane	X	X	X	X	X	X	X	X	X														

Symbol	Description	Symbol	Description
Fe	ferrous metals (white goods)	Mwp	mixed waste paper
Nf	non-ferrous metals	Ph	phone books
Uo	used motor oil	Lab	lead-acid batteries
Onp	old newsprint	Ww	wood waste
Gl	container glass	Tir	tires
Al	aluminum	Mj	milk jugs
Occ	old corrugated cardboard	Pb	plastic bottles #1-7
Tc	tinned cans	Mp	mixed plastic
Hi	high grade paper	Asp	aseptic packaging
Yd	yard debris	Hlp	Household latex paint
Omg	old magazines	Hb	Household batteries
		Oth	Other